TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS
TAGS TAGS

TRAFFIC ANALYSIS BY
GEOGRAPHY AND SUBJECT

DEPARTMENT OF STATE · · · 1973

ERRATA

TAGS--Traffic Analysis by Geography and Subject

1. Add "UNESCO" to the table of Organization TAGS on pg. 7.

2. In Section E-205, "Examples of TAGS Usage," (pg. 8), example no. 2 should be corrected to read:

    TAGS: AORG, AFIN, NATO

    Example no. 3 should be changed to:

    TAGS: AORG, AFIN, US, IAEA.

CONTENTS

E-201 General Policy

TAGS is a system of notation that permits drafting officers to exercise control over how the documents they originate will be distributed, stored, and retrieved by the Department's automated information handling system. In the Department's data index system the TAGS supply the subject/area data for the computer index which will be maintained in conjunction with E.O. 11652 (on classification and declassification).

In order to achieve this control, drafters contribute an additional line of information to all telegrams and airgrams. (On operations memoranda, TAGS are used in place of the "Authorized OM Subject Headings.") The TAGS line will carry mnemonic codes that identify the subject matter and the countries, geographic areas, or organizations with which a message is concerned. In certain cases, particularly in consular, administrative and operational matters, personal names focal to a message can be included in the TAGS line.

E-201.1 Purpose

The information provided by TAGS will be used to report the Department's holdings of classified communications by subject and area as provided by regulations (see 5 FAM 900) implementing Executive Order 11652. In addition TAGS data will be used to determine the length of time that indexes and telegram texts will be stored in the computer for immediate access; to identify messages that require professional indexing; to assist officers in retrieving documents; to permit more rapid and discriminating distribution of messages; and to provide statistics on what is being communicated in the Department-field system.

E-201.2 Scope

TAGS are to be applied by drafting officers, regardless of rank or agency, to airgrams and telegrams transmitted in the State-series (except those bearing AIDAC, USIAC, or TOPEC communications captions).

TAGS are also to be applied to operations memoranda.

E-201.3 Composing the TAGS Line

The TAGS line always begins with the word "TAGS" followed by a colon. After the colon, the TAGS may follow in any order. TAGS may be separated by blank spaces or commas or both. Names must be placed within parentheses.

Example:

    TAGS: ETRD, FR, UR

Section E-205 provides several examples of the correct usage and placement of TAGS.

E-202 Subject TAGS

The major component of the TAGS system is the four-letter SUBJECT TAGS. At least one SUBJECT TAG must appear on all messages. SUBJECT TAGS are divided into eight subject matter fields. The first letter of the TAG identifies the general subject field to which it belongs:

(A)	ADMINISTRATION
(B)	BUSINESS SERVICES
(C)	CONSULAR AFFAIRS
(E)	ECONOMIC AFFAIRS
(O)	OPERATIONS
(P/M)	POLITICAL (and MILITARY) AFFAIRS
(S)	SOCIAL AFFAIRS
(T)	TECHNOLOGY AND SCIENCE

Examples:

    ALOW   Allowances
    CVIS   Visas
    ETRD   Foreign Trade and Tourism

E-202.1 Applying Subject TAGS

More than one SUBJECT TAG may be used to describe the content of a message. TAGS from different fields may be used on the same message.

Definitions of selected TAGS designate an action office for use in addressing OMs from the field. The action addressee may be omitted on telegrams and airgrams.

Some of the terms that professional indexers use to further index messages are used in the definitions for SUBJECT TAGS in the Political, Economic, Social, and Technology and Science fields. In effect, the TAGS are an "entry vocabulary" or key to the large dictionary of specific terms available to categorize documents.

Drafters are urged to use SUBJECT TAGS from the Operations field to identify routine, facilitative, or procedural messages. The "OGEN" TAG should be used (with other TAGS to give some indication of subject matter, when appropriate) to identify messages that do not fit readily into a specific operations category. An example of such a message would be a post cable notifying the Department that a promised assessment of some host government position will be delayed several days.

Drafters should keep the following considerations in mind when selecting and applying SUBJECT TAGS to messages:

1. In most cases, the only subject information which will be available to retrieve messages bearing Administration, Consular, Business , and Operations TAGS from the automated files is that supplied by the TAGS themselves (including GEOGRAPHIC TAGS, ORGANIZATION TAGS, and NAMES). To the extent that the TAGS applied are exact and complete, retrieval will be facilitated.

2. Some TAGS, particularly those in the Political, Social, and Technology and Science fields may not always be apt descriptors of document content. However, documents bearing these TAGS will be indexed professionally in the Department. More specific terms drawn from an extended indexing vocabulary will identify the contents of these messages to facilitate precise retrieval.

TABLE I - SUBJECT TAGS

Administration

AART	Art in Embassies
AAUD	Audits
ABLD	Buildings
ACLM	Claims for Private Personal Property
ACOM	Communications
AEMR	Emergency and Evacuation
AFSI	Foreign Service Institute
AFSP	Post Administration
AFIN	Financial Services
AINF	Records and Data Processing Services
AINR	INR Program Administration
ALIB	Library Services
ALOW	Allowances
ALTR	Newsletter
AMED	Medical Services
AORG	International Organization Administration
APER	Personnel
APUB	Publishing, Printing, Distribution
AREC	Commissary and Recreation
AREG	Regulations and Directives
ASAF	Safety
ASCH	Overseas Schools
ASEC	Security
ASUP	Supplies and Equipment
ATRN	Transportation
AWRD	Awards

Business Services

BBAK	Background on U.S. firms and Products
BDIS	Trade Disputes and Complaints
BEXP	Trade Expansion and Promotion
BFOL	Follow-up Requests
BLIB	Commercial Libraries
BPRO	Business Proposals
BPUB	Publications for Commerce
BTRA	Travel by U.S. and Foreign Businessmen
BGEN	Business Services - General

Consular Affairs

CASC	Assistance to Citizens
CDES	Death and Estates
CFED	Federal Agency Services
CPAS	Passports and Citizenship
CPRS	Protective Services
CVIS	Visas
CGEN	Consular Affairs - General

Economic Affairs

ECRP	Scheduled Reporting
EAGR	Agriculture and Forestry
EAID	Foreign Assistance
ECON	Economic Conditions
EFIN	Financial and Monetary Affairs
EFIS	Fishing
EIND	Commerce, Industry and Industrial Products
ELAB	Labor
EMIN	Mining, Minerals and Metals
ENRG	Energy
ESTC	Strategic Trade Controls
ETEL	Telecommunications and Postal Communications
ETRD	Foreign Trade and Tourism
ETRN	Transportation
EGEN	Economics - General

Operations

OCLR	Vessel and Flight Clearances and Visits
OCON	Conferences and Meetings
OEXC	Educational and Cultural Exchange Operations
OREP	Congressional Travel
OSCI	Science Grants
OTRA	Travel and Visits
OVIP	VIP Travel Arrangements
OGEN	Operations - General

Political Affairs

PDEV	National Development
PGOV	Government
PINS	Internal Security
PINT	Internal Political Affairs and Activities
PARM	Arms Control and Disarmament
PBOR	Boundary, Territory and Water Claims
PFOR	Foreign Policy and Relations
PINR	Intelligence
MARR	Military and Defense Arrangements
MASS	Military Aid and Military Sales
MCAP	Military Capabilities
MOPS	Military Operations
MILI	Military Affairs

Social Affairs

SCUL	Education and Cultural Affairs
SENV	Environment
SNAR	Narcotics
SOCI	Social Conditions
SPOP	Population
SREF	Refugees
SWEL	Public Welfare
SGEN	Social Affairs - General

Technology and Science

TBIO	Biological and Medical Science
TECH	Technology
TPHY	Physical Sciences
TSPA	Space Activities
TGEN	Technology and Science - General

E-203 Geographic/Organization Tags

GEOGRAPHIC TAGS consist of two letter codes for countries and geographic areas. GEOGRAPHIC TAGS are used to identify the country or area that is the subject of a message. They specify the country or area in which an event takes place or the country or area taking or participating in an action.

GEOGRAPHIC TAGS need not be used on messages pertaining to Administration or Operations when such TAGS merely identify the location of a U.S. Foreign Service post. Geographic TAGS are not required on messages pertaining to Departmental or post operations or administration.

Examples:

    FR   (France)
    US   (United States)
    XH   (Eastern Europe)

Three-to-nine-letter ORGANIZATION TAGS are provided for international organizations that are frequently the subject of messages. The use of ORGANIZATION TAGS is specifically called for when administrative and operations messages concern the organizations for which TAGS have been provided. These TAGS may represent the organizations themselves or the member countries as groups. ORGANIZATION TAGS may be used alone or in conjunction with GEOGRAPHIC TAGS.

Example:

    OECD (Organization for Economic Cooperation and Development)

E-203.1 Applying Geographic/ Organization TAGS

Multiple GEOGRAPHIC TAGS or multiple ORGANIZATION TAGS or a combination of the two types may be used on the same message.

Drafters should use only those ORGANIZATION TAGS which appear in the

prescribed list. This list is limited and makes no attempt to cover all international organizations, let alone other types of organizations. As required, professional indexers in the Department will index organization names which are not listed.

GEOGRAPHIC TAGS may represent the location of an event or activity, or identify a country or entity or government either acting or being acted upon. ORGANIZATION TAGS may represent the organization itself or the member countries as a group.

The "US" TAG should be used whenever a message concerns explicit United States involvement in an issue or event. A region or area TAG may be used to represent large geographic areas.

TABLE II - GEOGRAPHIC TAGS

AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	AG
AMERICAN SAMOA	AQ
ANDORRA	AN
ANGOLA	AO
ANGUILLA	AV
ANTIGUA	AC
ARGENTINA	AR
ASHMORE & CARTIER ISLANDS	AT
AUSTRALIA	AS
AUSTRIA	AU
BAHAMAS	BF
BAHRAIN	BA
BANGLADESH	BG
BARBADOS	BB
BELGIUM	BE
BERMUDA	BD
BHUTAN	BT
BOLIVIA	BL
BOTSWANA	BC
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH HONDURAS	BH
BRITISH INDIAN OCEAN TERRITORY	IO
BRITISH SOLOMON ISLANDS	BP
BRITISH VIRGIN ISLANDS	VI
BRITISH WEST INDIES	BW
BRUNEI	BX
BULGARIA	BU
BURMA	BM
BURUNDI	BY
CAMBODIA (KHMER REPUBLIC)	CB
CAMEROON	CM
CANADA	CA
CANAL ZONE	PQ

CANTON AND ENDERBURY ISLANDS	EQ
CAPE VERDE	CV
CAYMAN ISLANDS	CJ
CENTRAL AFRICAN REPUBLIC	CT
CEYLON (SRI LANKA)	CE
CHAD	CD
CHILE	CI
CHINA (MAINLAND)	CH
CHINA (TAIWAN)	TS
CHRISTMAS ISLAND	KT
COCOS ISLAND	CK
COLOMBIA	CO
COMORO ISLANDS	CN
CONGO (BRAZZAVILLE)	CF
COCK ISLANDS	CW
COSTA RICA	CS
CUBA	CU
CYPRUS	CY
CZECHOSLOVAKIA	CZ
DAHOMEY	DM
DENMARK	DA
DOMINICA	DO
DOMINICAN REPUBLIC	DR
ECUADOR	EC
EGYPT	EG
EL SALVADOR	ES
EQUATORIAL GUINEA	EK
ETHIOPIA	ET
FAEROE ISLANDS	FO
FALKLAND ISLANDS	FA
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	FG
FRENCH POLYNESIA	FP
FRENCH TERRITORY OF THE AFARS AND ISSAS	FT
FRENCH WEST INDIES	FW
GABON	GB
GAMBIA	GA
GAZA STRIP	GZ
GERMANY (WEST)	GW
GERMANY (EAST)	GE
GHANA	GH
GIBRALTAR	GI
GILBERT AND ELLICE ISLANDS	GN
GREECE	GR
GREENLAND	GL
GRENADA	GJ
GUADELOUPE	GP
GUAM	GQ
GUATEMALA	GT
GUINEA	GV
GUYANA	GY
HAITI	HA
HEARD AND MCDONALD ISLANDS	HM
HONDURAS	HO
HONG KONG	HK
HUNGARY	HU

ICELAND	IC	PAKISTAN	PK
INDIA	IN	PANAMA	PN
INDONESIA	IO	PAPUA NEW GUINEA	PP
IRAN	IR	PARACEL ISLANDS	PF
IRAQ	IQ	PARAGUAY	PA
IRAQ-SAUDI ARABIA NEUTRAL ZONE.	IY	PERU	PE
IRELAND	EI	PHILIPPINES	RP
ISRAEL	IS	PITCAIRN ISLAND	PC
ITALY	IT	POLAND	PL
IVORY COAST	IV	PORTUGAL	PO
		PORTUGUESE GUINEA	PU
JAMAICA	JM	PORTUGUESE TIMOR	PT
JAN MAYEN	JN	PUERTO RICO	RQ
JAPAN	JA		
JOHNSTON ATOLL	J2	QATAR	QA
JORDAN	JO		
		REUNION	RE
KENYA	KE	RHODESIA	RH
KOREA (NORTH)	KN	ROMANIA	RO
KOREA (SOUTH)	KS	RWANDA	RW
KUWAIT	KU	RYUKYU ISLANDS	YQ
LAOS	LA	ST. CHRISTOPHER-NEVIS	SC
LEBANON	LE	ST. HELENA	SH
LESOTHO	LT	ST. LUCIA	ST
LIBERIA	LI	ST. PIERRE AND MIQUELON	SB
LIBYA	LY	ST. VINCENT	VC
LIECHTENSTEIN	LS	SAN MARINO	SM
LINE ISLANDS	CL	SAO TOME AND PRINCIPE	TP
LUXEMBOURG	LU	SAUDI ARABIA	SA
		SENEGAL	SG
MACAO	MC	SEYCHELLES	SE
MADAGASCAR (MALAGASY REPUBLIC).	MA	SIERRA LEONE	SL
MALAWI	MI	SIKKIM	SK
MALAYSIA	MY	SINGAPORE	SN
MALDIVES	MV	SOMALIA	SO
MALI	ML	SOUTH AFRICA	SF
MALTA	MT	SOUTH-WEST AFRICA	WA
MARTINIQUE	MB	SOVIET UNION	UR
MAURITANIA	MR	SPAIN	SP
MAURITIUS	MP	SPANISH SAHARA	SS
MEXICO	MX	SPRATLY ISLAND	PG
MIDWAY ISLANDS	MQ	SRI LANKA (CEYLON)	CE
MONACO	MN	SUDAN	SU
MONGOLIA	MG	SURINAM	NS
MONTSERRAT	MH	SVALBARD	SV
MOROCCO	MO	SWAN ISLAND	SI
MOZAMBIQUE	MZ	SWAZILAND	WZ
		SWEDEN	SW
NAURU	NR	SWITZERLAND	SZ
NEPAL	NP	SYRIA	SY
NETHERLANDS	NL		
NETHERLANDS ANTILLES	NA	TANZANIA	TZ
NEW CALEDONIA	NC	THAILAND	TH
NEW HEBRIDES	NH	TOGO	TO
NEW ZEALAND	NZ	TONGA	TN
NICARAGUA	NU	TRINIDAD AND TOBAGO	TD
NIGER	NG	TRUST TERRITORY OF THE PACIFIC .	TQ
NIGERIA	NI	TUNISIA	TS
NIUE	NE	TURKEY	TU
NORFOLK ISLAND	NF		
NORWAY	NO	UGANDA	UG
		UNITED ARAB EMIRATES (UAE)	TC
OMAN	MU	UNITED KINGDOM	UK

UNITED STATES	US	DAC	Development Assistance Committee (OECD)
UPPER VOLTA	UV	ECA	UN Economic Commission for Africa
URUGUAY	UY	ECAFE	UN Economic Commission for Asia and the Far East
VATICAN CITY	VT		
VENEZUELA	VE	ECE	UN Economic Commission for Europe
VIET-NAM (NORTH)	VN	ECLA	UN Economic Commission for Latin America
VIET-NAM (SOUTH)	VS		
VIRGIN ISLANDS	VQ	ECOSOC	UN Economic and Social Council
WAKE ISLAND	WQ	EEC	European Common Market (European Communities)
WEST BERLIN	WB	EFTA	European Free Trade Association
WESTERN SAMOA	WS		
		FAO	Food and Agriculture Organization of the UN
YEMEN (SANA)	YE		
YEMEN (ADEN)	YS	G-10	Group of Ten
YUGOSLAVIA	YO	GATT	General Agreement on Tariffs and Trade
ZAIRE	CG	IA-ECOSOC	Inter-American Economic and Social Council (Not a part of the UN ECOSOC)
ZAMBIA	ZA		

World Regions

AFRICA	XA	IAEA	International Atomic Energy Agency
ASIA	XB		
SOUTHEAST ASIA	XC	IBRD	International Bank for Reconstruction and Development
SOUTH ASIA	XD		
FAR EAST	XE		
MIDDLE EAST	XF	ICFTU	International Confederation of Free Trade Unions
EUROPE	XG		
EASTERN EUROPE	XH		
NORTH AFRICA	XI	ICJ	International Commission of Jurists
AFRICA SOUTH OF THE SAHARA	XJ		
CENTRAL AMERICA	XK	ILO	International Labor Organization
CARIBBEAN	XL		
LATIN AMERICA	XM	IMF	International Monetary Fund
SOUTH AMERICA	XR		
NORTH AMERICA	XS	LAFTA	Latin American Free Trade Association
WESTERN EUROPE	XT		
AUSTRALASIA	XU	NATO	North Atlantic Treaty Organization
ANTARCTICA	XV		
EAST AFRICA	XW	OAS	Organization of American States
WEST AFRICA	XY		
SCANDINAVIA	XZ	OAU	Organization of African Unity
ATLANTIC OCEAN AREA	XN	OECD	Organization for Economic Cooperation and Development
INDIAN OCEAN AREA	XO		
PACIFIC OCEAN AREA	XP	OPEC	Organization of Petroleum Exporting Countries
ARCTIC OCEAN AREA	XQ		
WORLDWIDE	XX	PAHO	Pan American Health Organization

TABLE III - ORGANIZATION TAGS

ANZUS	Australia, New Zealand and United States Council	SEATO	Southeast Asia Treaty Organization
CENTO	Central Treaty Organization	UN	United Nations
COCOM	Coordinating Committee on Export Controls	UNCTAD	UN Conference on Trade and Development
COE	Council of Europe	UNDP	UN Development Program
COMECON	Council for Mutual Economic Assistance	UNGA	General Assembly (UN)

UNICEF	UN Children's Fund
UNIDO	UN Industrial Development Organization
UNRWA	UN Relief and Works Agency for Palestine Refugees in the Near East
UNSC	UN Security Council
WHO	World Health Organization
WMO	World Meteorological Organization

E-204 Personal Names

The TAGS system also provides for the use of PERSONAL NAMES. NAMES are to be used only with SUBJECT TAGS designated by an asterisk (*) following the definition (see the SUBJECT TAG definition section (E-210) for examples.

PERSONAL NAMES are always set off by parentheses on the TAGS line. NAMES should appear in last name, first name, middle initial (if any) -format.

Examples:

    (LOPEZ-GARCIA, HECTOR)
    (WILLIAMS, RALPH A)
    (WILSON, MAYNARD JR)
    (SMITH, WALTER E III)

E-204.1 Applying Names

A few simple rules should be followed for the correct use of the name feature of TAGS.

1. Follow the rules in Section E-230 for formatting non-Western names.

2. Include the full name of the person, if possible, even if that person's name is well-known or familiar.

3. Only personal names should be used. Do not attempt to fit group names (for example, "The Bolshoi Ballet," or "The Spanish Delegation") into the name format.

4. If multiple names are used, each must be enclosed in separate parentheses.

5. In general name variants and aliases should be handled in the body of the message text, not in the TAGS line. Select one variant by which the message can best be indexed and use it.

6. In cases where only the last name or the last name and one or two initials are known, these may be used in the TAGS line.

E-205 Examples of TAGS Usage

The following examples illustrate the correct usage of TAGS.

1. Message dealing with changes in the composition of the French Government:

       TAGS: PGOV, FR

2. Message dealing with the annual NATO headquarters budget:

       TAGS: AORG, ABUD, NATO

   COMMENT: Both AORG (international organization administrative matter) and ABUD (budget matter) are used. NATO identifies the organization.

3. Message dealing with U.S. contribution to IAEA budget:

       TAGS: AORG, ABUD, US, IAEA

   COMMENT: US is used in addition to IAEA because of the explicit involvement of the US.

4. Message requesting clearance for a U.S. citizen to be employed by UNESCO:

       TAGS: AORG, APER, UNESCO
              (ROBERTS, ARNOLD W)

   COMMENT: The preferred sequence of the TAGS is: (1) subjects, (2) geographic/organizations, (3) names.

5. Message from U.S. Embassy Paris concerning non immigrant visa applicant:

       TAGS: CVIS FR (DUPONT,PIERRE)

6. Message concerning French export of machinery to the USSR:

       TAGS: ETRD, FR, UR

E-211 ADMINISTRATION

The Administration field covers all aspects of the administration of the Department of State, Foreign Service posts, and international organizations (see AORG below).

PERSONAL NAMES may be used in conjunction with TAGS whose definitions are followed by an asterisk (*). Use a name only if the person is the subject of the communication.

GEOGRAPHIC TAGS need not normally be used in any TAGS line containing an Administration TAG (post of origin or destination of the message supplies enough information). Use ORGANIZATION TAGS in conjunction with AORG.

AART ART IN EMBASSIES

Use for communications relating to the art-in-embassies program. Action A/ART.

AAUD AUDITS

Use for matters concerning internal Department and post and external (contractor, grantee, agreement) audits performed by the Department's audit staff, and self-audits by post personnel. Action IG/AA.

For communication concerning GAO audits, use AFSP; for matters relating to voucher examination use AFIN.

ABLD BUILDINGS

Use for (1) matters pertaining to FBO appropriations, including travel of FBO employees and local assistants, and FBO vehicles; (2) policy matters concerning (a) coordination of the foreign service buildings program, (b) FBO authorization and appropriations bills and (c) use of Government-owned or long-term (ten years or more) leased buildings; (3) proposals for the purchase, design, construction, long-term lease, and disposal of buildings or sites under the Foreign Buildings Act, including proposals for major and minor improvements; (4) maintenance and repair of Government-owned and long-term leased

* Use PERSONAL NAME on TAG line when appropriate.

buildings; (5) offers of gifts applicable to the Foreign Buildings program; (6) purchase of initial and replacement household furnishings and equipment. (For procurement of additional or replacement furnishings or repair authorizations for office furniture and equipment, use AFSP.) Action A/FBO.

ACLM CLAIMS FOR PRIVATE PERSONAL PROPERTY

Use for matters pertaining to claims for damage to or loss of personal property of employees of the Department of State, Agency for International Development, and U.S. Information Agency incident to the employee's service. Action A/OPR. (*)

ACOM COMMUNICATIONS

Use for matters relating to communications (telegraphic and pouch). Action A/OC.

For shipment of and reference service on retired local personnel folders, use APER. For records management, i.e., creation, organization, maintenance and disposition of post records, including shipment of and reference service on retired post records, use AINF. To request copies of communications and records handbooks, use APUB.

AEMR EMERGENCY AND EVACUATION

Use for all emergency and evacuation matters, except financial aspects (for which use AFIS). Action OPR/WLG.

AFSI FOREIGN SERVICE INSTITUTE

Use for operational matters concerning training programs, assignments, materials, field installations, etc. For applications for full-time specialized training, use AFSP. For training policy and program planning, use APER. Action FSI.

AFSP POST ADMINISTRATION

Includes all matters relating to post-held funds (all allotments issued by regional bureaus) such as (a) allowances (see also ALOW), (b)

automotive operating expenses (c)
budget, (d) buildings - operating
expenses of government-held build-
ings and short-term (less than ten
years) lease matters, (e) communica-
tions and records expenses (f)
contractual and miscellaneous
expenses, (g) financial plans, (h)
local salary costs, (i) reimburse-
ment, (j) shared administrative
support, (k) supplies and equipment
(see also ASUP) and (l) travel and
transportation expenses (see also
APER and ATRN). Matters related to
post personnel management: position
classification and compensation,
staffing pattern and complements
(including U.S. Marine Guard comple-
ments), separate maintenance allow-
ance applications, rest and recupera-
tion eligibility and travel, authori-
zation for travel and shipment of
effects (for medical travel, use
AMED). Action: Regional Bureau
Executive Office (EX).

AFIN FINANCIAL SERVICES

Use for matters relating to fiscal
operations, including (1) accounting,
disbursing and collecting, voucher
examination, and financial reporting,
(2) designations of cashiers, dis-
bursing and certifying officers (3)
employee's pay, retirement, and leave
records, (4) fiscal relations between
the Department and GAO, Treasury, or
other Federal agencies excluding
policy matters, (5) foreign exchange
rates and transactions, (6) Treasury
checks drawn by post disbursing
officers. Action BF/FS (Washington)
or RFDPC (Paris). (*)

AINF RECORDS AND DATA PROCESSING
      SERVICES

Use for messages concerning: (1) air-
gram format, procedures, and number-
ing, (2) notification and shipment of
post records, except local employee
personnel folders, for which use
APER, (3) requests from the public
for records under the Freedom of
Information Act (see 5 FAM 482.2),
(4) requests for information copies
of airgrams, memorandums of conversa-
tion, and enclosures thereto, (5)
requests for reference service on
retired post files, except local
employee personnel folders, for which
use APER, (6) transmittal of documents
to other Federal agencies, (7) records
management (creation, organization,
maintenance and disposition of post
records). Action OPR/RS. Also use

AINF for messages related to data
processing systems. Action OPR/ADP.

AINR INR PROGRAM ADMINISTRATION

To be used on messages concerning
administrative and procedural aspects
of INR programs: (1) the reporting
of biographic information on foreign
nationals, such as the daily opera-
tions of the program at the post,
biographic supplies etc. Do not
use an OM in lieu of Form FS-405,
Biographic Data, or to amend or
expand reports previously submitted
in airgram form (action INR/CS/BR).
(2) Administrative aspects of the
Critical Intelligence Reporting
Program (Action INR). (3) Inquiries
and other communications relating to
the Foreign Agents Registration Act
(Action INR/DDC). (4) Matters
concerning foreign photographs (see
11 FAM 492). Action INR. (5) Procure-
ment, discontinuance, change in
quantities, or information concerning
foreign publications which may be
available abroad and which may be
obtained by a post (Action INR/MP).
(For CERP publications, use ECRP;
for publications procured for
Departmental use, use ALIB). (6)
Procurement or information concerning
any foreign maps and related materials
which may be obtained by a post for
the Department or for other Federal
mapping agencies, including: material
obtained and forwarded upon the
initiative of the post; financial
aspects of the map procurement
program; information concerning
special map procurement missions of
the Geographic Attaches; map exchanges
with foreign mapping programs, map
requests from posts to the Department,
and transmittal of map materials to
the post. (See 11 FAM 941.7) Action
INR/MP. (7) Requests to the Depart-
ment to furnish intelligence reports.
Action INR. Also see PINR.

ALIB LIBRARY SERVICES

To be used on messages concerning
Departmental Library services avail-
able to posts for official staff
(non-USIA) use, including: (1) guid-
ance and technical assistance to
post reference and commercial librar-
ies, (2) post requests for Depart-
mental reference or bibliographic
services, (3) procurement, dis-
continuance, or changes in quantity
of published material. (Also see
APUB). Action OPR/LR. For
commercial library material see DLIB.

ALOW ALLOWANCES

Use for matters concerning: (1) classification of posts for, and rates of, all allowances (including travel per diem and differentials for new and existing posts; (2) government-wide allowances and differentials in foreign areas affecting U.S. civilian employees of all Federal agencies; (3) policy, procedures and interpretation of regulations contained in the Standardized Regulations (Government Civilians, Foreign Areas) and 3 FAM 300 pertaining to all allowances, differentials and related matters, including educational travel, official residence expenses (ORE), designation of principal U.S. representatives for ORE purposes, post reports, and unhealthful post list; (4) requests for copies of the standardized regulations. Action A/ALS.

ALTR NEWSLETTER!

Use for submitting stories, pictures, ideas, and suggestions for publication in the Newsletter to acquaint Departmental employees at home and abroad with developments which may affect operations or personnel. Action A/PA.

AMED MEDICAL SERVICES

Use for all medical matters relating to Foreign Service employees and dependents and medical administrative arrangements, such as treatments, hospitalization, copies of medical records, medical meetings, billings and financing, requests by eligible posts for USPHS Medical Supply Catalogs and changes thereto, and other medical administration matters. (See 6 FAM H-213.4 for ordering medical supplies and medical publications direct.) Action DG/MED. (*)

AORG INTERNATIONAL ORGANIZATION ADMINISTRATION

Use for messages concerning administrative and financial matters in international organizations, messages concerning background investigations of U.S. citizens employed by or seeking employment with international organizations; transmittal of U.S. Treasury checks for payment

of U.S. contributions, authorizations to expend, and request for information (Action IO/OIA); and recruitment of U.S. citizens for employment by international organizations. Action IO/IR. Also use for messages concerning candidates proposed by other countries for positions in international organizations. (*)

Where possible AORG should be combined with other more specific TAGS to identify the particular aspect of international organization and administration being discussed (when using other Administration TAGS, ignore the definitions, which are couched in terms of Department and post administration). ORGANIZATION TAGS should also be used. A request for a background check of a U.S. citizen seeking employment with an international organization would be TAGGED:

    TAGS: AORG, APER, NATO (WILLIAMS, JOHN R)

APER PERSONNEL

Use for all matters concerning Foreign Service personnel except (1) matters handled by the regional executive office (see AFSP), medical matters (see AMED), some training matters (see AFSP, AFSI), and transportation of baggage, household effects and personally-owned automobiles (see ATRN). Action PER/PSO. (*)

APUB PUBLISHING, PRINTING, DISTRIBUTION

Use for messages concerning printing and distribution of Departmental publications to posts, including requests for copies of the Foreign Handbook (FAH), Foreign Affairs Manual Circulars (FAMCs), various technical handbooks, and related technical handbooks, and related transmittal letters, inquiries regarding the availability of specific publications, and requests for changes in the distribution pattern. Also use for submission of data for, revision, and distribution of the Biographic Register, Foreign Service List and Key Officers of Foreign Service Posts. Action OPR/PBR.

Also use for obtaining clearance of manuscripts prepared for unofficial publication by personnel in their capacity as private individuals, and for transmission to the Department of copies of unofficial manuscripts authorized for publication abroad by chiefs of mission when immediate local publication is desirable. Action P/PG.

To request copies of Department of State Procurement Regulations (DOSPR), use ASUP; for copies of the Standardized Regulations, use ALOW.

AREC COMMISSARY AND RECREATION

Use for matters concerning the establishment, maintenance, and operation of commissary and mess service (including snack bars) and recreation facilities at posts. Action A/OPR.

AREG REGULATIONS AND DIRECTIVES

Use on messages inquiring about or suggesting changes in Foreign Affairs Manuals, Handbooks, Manual Circulars, and the Correspondence Handbook. For changes in distribution of or additional copies of these publications, use APUB. Use ALOW for inquiries, including request for copies, regarding the Standardized Regulations. Action A/DIR.

ASAF SAFETY

Includes: (1) accident prevention program, including driver and vehicle safety, (2) any accident involving injuries to post personnel or contractor employees, (3) damage to equipment, materials, or property owned or leased by the Department, (4) damage to non-Government property as specified in 6 FAM 610.1. Action OPR/ESC. NOTE: Use reporting forms as specified by regulation.

ASCH OVERSEAS SCHOOLS

Use for matters concerning elementary and secondary schools outside the United States which provide educational facilities for dependents of U.S. Government civilian employees and serve as demonstration centers of U.S. educational methods and practices. Action OPR/AS.

ASEC SECURITY

Use for messages on security matters at posts and between posts and the Office of Security. Action A/SY.

ASUP SUPPLIES AND EQUIPMENT

Includes communications on: (1) official vehicles, (2) purchase, shipment, inventory, and condition of administrative supplies, equipment, and furniture but excluding books, periodicals and other material of interest to the Library, for which use ALIB, and books, periodicals, or technical equipment for A.I.D. or USIA programs, (3) repair of Detex watch clocks, (4) requests for and inquiries relating to the Regional Supply Center (RSC) or GSA stock catalogs, (5) requisitioning and/or shipment of post specialty items, including printed forms, listed in the Regional Supply Center catalogs, (6) suggestions for the improvement of, additions to or changes in, and requests for copies of Department of State Procurement Regulations (DOSPR). Action OPR/ST.

ATRN TRANSPORTATION

Use for matters pertaining to the shipment of baggage, household effects, and personally-owned automobiles and related documentation. Also use for request for interpretation of travel regulations. Action OPR/ST. (*)

AWRD AWARDS

Use for matters concerning: (1) employee suggestions that fall outside the jurisdiction of the country committee to approve (Action PER/PMS); (2) nominations for recommendations of post personnel for Department honor awards (except meritorious), other Federal and non-Federal performance awards exceeding $500 and nominations for Scrolls of Appreciation not within the jurisdiction of the Chief of Mission to approve (Action: Regional Bureau Executive Office), (3) requests for scrolls (Action S/CPR); (4) Viet-Nam award for civilian employees (Action EA/EX); (5) safe-driving award (Action Embassy Bonn); (6) diplomatic courier awards (Action OC/EX). (*)

This field covers all communications of a routine nature between the Department of Commerce and officers performing commercial work overseas. Telegrams and airgrams from the field bearing any of these captions should be addressed to USDOC, WASH. D.C. OMs should be addressed to the Department of Commerce, Division of Foreign Operations. Classified messages and messages of substantive interest to the Department of State should be captioned ETRD and addressed to SECSTATE, WASH. D.C. (telegrams) or the Department of State (airgrams and OMs).

PERSONAL NAMES may be used in conjunction with TAGS whose definitions are followed by an asterisk (*). Use a name only if the person is the subject of the communication. GEOGRAPHIC TAGS should be used as needed.

BBAK BACKGROUND ON U.S. FIRMS AND PRODUCTS

Use for communications giving or requesting background, financial responsibility, general reputation, and organization of a specific U.S. company or individual. Also use for communications regarding a specific product of a U.S. company, individual, or trade association.

BDIS TRADE DISPUTES AND COMPLAINTS

Use for matters, including follow-ups, concerning a specific trade dispute between a U.S. and a foreign business.

BEXP TRADE EXPANSION AND PROMOTION

Use for routine operational and administrative correspondence relating to international activities and official U.S. exhibits of the Department of Commerce to promote U.S. trade, including trade fairs, trade missions, trade centers, Sample Display Service, U.S. Travel Service, America Weeks promotions, and business information centers, as well as material and literature supplied by U.S. business to promote trade expansion. For other than routine operational or administrative matters (e.g. for planning, policy, or assessment matters) use ETRD. Proposals by U.S. businessmen see BPRO.

BFOL FOLLOW-UP REQUESTS

Use to follow-up on unanswered inquiries or reporting requests and to supply or request from the field supplementary information only, on the following types of reports: (1) Commodity, industry, or market report for which Commerce is known to be the major end-user; (2) Investment Opportunity; (3) Licensing, Joint-Venture and Reverse Licensing Proposals; (4) Overseas Business Reports; (5) Trade Contact Survey; (6) Trade Lists; (7) Trade Opportunity, Including Tenders; (8) Trade Outlook Articles; (9) World Trade Directory Reports. The subject line of the message should identify the specific report for which the follow-up is being requested.

BLIB COMMERCIAL LIBRARIES

Use to request the names of publications in a specific field or details on the contents of a specific publication. (For assistance in placing orders for publications, see 10 FAM 917.3). For Departmental library matters see ALIB.

BPRO BUSINESS PROPOSALS

Use for communications regarding specific proposals by U.S. businessmen for presentation and development by the U.S. Government Trade Mission members; use also for status reports and follow-ups on this subject.

BPUB PUBLICATIONS FOR COMMERCE

Use to request purchase or acquisition of publications and subscriptions for Department of Commerce, Washington (including trade directories).

BTRA TRAVEL BY U.S. AND FOREIGN BUSINESSMEN

Use for communications regarding travel of businessmen abroad, including itineraries and appointments, information on product line or other business interests, financial status and reputation, etc. Also use to supplement, correct, or reply to information forwarded to Commerce on Business Invitation Form IA-244. (See 10 FAM 916.6 and 916.7). (*)

BCOM COMMERCIAL PROGRAM - GENERAL

Use only when the more specific
indicators above do not appear
applicable.

NOTE: For matters of an administra-
tive or programming nature pertain-
ing to economic reporting, use ECRP
and OGEN in combination. Messages
drafted in the Department of Commerce
concerning economic reporting must
be cleared with the Foreign Reporting
Division, Department of State (E/CBA/
REP), before transmission to foreign
service posts.

For strategic trade control matters,
use ESTC.

The Consular Affairs field covers all aspects of citizenship and passports, visas, protection and welfare and other services.

PERSONAL NAMES may be used in conjunction with TAGS whose definitions are followed by an asterisk (*). Use a name only if the person is the subject of the communication. GEOGRAPHIC TAGS should be used as needed.

CASC ASSISTANCE TO CITIZENS

Includes all matters related to offenses, arrest, and detention; intervention with local authorities on behalf of citizens; services on behalf of seamen and airmen; and welfare and whereabouts, i.e., locating and assisting ill, injured, incapacitated, stranded or missing persons. Includes financial assistance for repatriation purposes. Action SCS. (*)

CDES DEATHS AND ESTATES

Includes matters related to the deaths of U.S. citizens in foreign countries and the disposition of their remains. Also includes matters concerning: (1) U.S. citizens establishing their rights to estates abroad, (2) conservation of the estates of U.S. citizens who die abroad, (3) foreign beneficiaries of U.S. estates. Action SCS. (*)

CFED FEDERAL AGENCY SERVICES

Use for administrative and operational matters pertaining to such Federal agencies as the Veterans Administration, Social Security Administration, Railroad Retirement Board, Civil Service Commission, Internal Revenue, Selective Service, Department of Defense, and Department of the Treasury. Also use for agency forms other than those listed in the WRSC catalog (for which use ASUP). Action SCS. (*)

CPAS PASSPORTS AND CITIZENSHIP

Includes all matters pertaining to U.S. citizenship or nationality, including registration of citizens, reports of birth, marriage of citizens abroad, etc. Includes all matters related to the denial, issuance,

renewal, use, loss, etc., of U.S. passports. Action PPT. (*)

CPRS PROTECTIVE SERVICES

Includes all matters pertaining to protection of ownership, interests, or claims of U.S. nationals to personal or real property, including intangible property in foreign countries. For example, (1) pension claims; (2) foreign bank accounts, securities, currencies; (3) insurance claims; (4) other compensation claims; (5) personal debts; (6) personal property; (7) real estate; or (8) recovered lost or stolen property. Action SCS. (*)

CVIS VISAS

Use for operational, procedural, and substantive aspects of the visa function, as well as individual cases involving immigration, visa, and deportation matters. Action VO. (*)

CGEN CONSULAR AFFAIRS - GENERAL

Use for consular matters when none of the more specific indicators is applicable. For example, judicial and legal services performed by consuls, vessel and aircraft services (entry and clearance at foreign ports); matters related to consular services performed in connection with civil aircraft accidents. (*)

The Economic Affairs field covers all aspects of economic reporting.

ECRP SCHEDULED REPORTING

To be used on all CERP reports. The ECRP indicator alone is sufficient; the more specific subject TAGS below should not be used. The CERP number should appear in the subject line of the report. Use two subject TAGS, ECRP and OGEN, on messages related to report schedules and submissions. ECRP should be used on non-economic reports required under the CERP program.

EAGR AGRICULTURE AND FORESTRY

Includes AGRICULTURAL DEVELOPMENT, AGRICULTURAL COOPERATIVES, AGRICULTURAL PROGRAMS, AGRICULTURAL PRODUCTION FARMS, SOIL, and SOIL CONSERVATION. Includes meat and fowl production.

EAID FOREIGN ASSISTANCE

Includes FOREIGN ASSISTANCE APPROPRIATIONS, FOREIGN ASSISTANCE PROGRAMS, FOREIGN ASSISTANCE INSTITUTIONS. Includes multilateral as well as bilateral assistance. Includes all forms of aid, e.g., PL 480 assistance, COOLEY LOANS, and TECHNICAL ASSISTANCE. Also includes all matters related to the WORLD FOOD PROGRAM.

ECON ECONOMIC CONDITIONS

Includes assessments of ECONOMIC CONDITIONS. Also includes ECONOMIC CONTROLS, general ECONOMIC DATA (e.g., NATIONAL ACCOUNTS), ECONOMIC DEVELOPMENT, and ECONOMIC PROGRAMS.

EFIN FINANCIAL AND MONETARY AFFAIRS

Includes MONEY, SAVINGS, FOREIGN EXCHANGE, GOVERNMENT REVENUES, TAXES (but not customs duties or tariffs). Includes DEVALUATIONS and REVALUATIONS. Also includes BALANCE OF PAYMENTS matters, BANKS, BANKING, and FOREIGN EXCHANGE.

EFIS FISHING

Includes FISH PROCESSING, FISHERIES, FISHING INDUSTRY, FISHING RIGHTS, FISHING DISPUTES, and FISHING BOATS.

EIND COMMERCE, INDUSTRY AND INDUSTRIAL PRODUCTS

Includes BUSINESS MANAGEMENT, COPYRIGHTS, PATENTS, TRADE MARKS, PRODUCTION, and SALES. Also includes matters related to NATIONALIZATION. Includes specific industrial products and manufacturing and industrial facilities.

ELAB LABOR

Includes LABOR DATA, LABOR MARKET, PERSONNEL COMPENSATION, MAY DAY (celebrations) WORKING CONDITIONS, LABOR UNIONS, and LABOR STRIKES.

EMIN MINING, MINERALS and METALS

Includes ORES and EXTRACTIVE PROCESSES for ores and minerals.

ENRG ENERGY

Includes COAL, PETROLEUM AND PETROLEUM PRODUCTS, such as FUEL OIL and GASOLINE. Also incudes NATURAL GAS, including GAS FIELDS and GAS PRODUCTION. Also includes energy policy. For matters dealing specifically with NUCLEAR POWER, see TECH.

ESTC STRATEGIC TRADE CONTROLS

Includes all matters related to strategic trade controls and COCOM.

ETEL TELECOMMUNICATIONS and POSTAL COMMUNICATIONS

Includes RADIO COMMUNICATION, SPACE COMMUNICATION, TELEGRAPH SYSTEMS, TELEPHONE SYSTEMS, COMMUNICATIONS SATELLITES and related communications systems. Also includes matters related to INTELSAT.

ETRD FOREIGN TRADE AND TOURISM

Includes EXPORTS, IMPORTS, CUSTOMS ADMINISTRATION, CUSTOMS DUTIES, TARIFFS, TRADE CONTROLS, and TOURISM. (For trade promotion matters, see the TRADE PROMOTION AND COMMERCIAL OPERATIONS field.)

ETRN TRANSPORTATION

Includes AIR, LAND, WATER TRANSPORTATION. Includes RAIL and HIGHWAY

TRANSPORTATION, CIVIL AVIATION, INLAND
WATERWAY TRANSPORTATION, MARINE TRANS-
PORTATION, PIPELINE TRANSPORTATION,
and CONTAINERIZATION.

EGEN ECONOMICS - GENERAL

To be used when the more specific
indicators above do not appear
applicable.

The Operations field covers all routine operational communications, except those for which TAGS have been provided in the Administration, Consular Affairs, and Trade Promotion and Commercial Operations fields. See the special instructions for the use of the OGEN TAG to designate as "operational" messages for which no more specific TAG has been provided.

PERSONAL NAMES may be used in conjunction with TAGS whose definitions are followed by an asterisk (*). Use a name only if the person is the subject of the communication.

ORGANIZATION TAGS should be used with Operations TAGS when appropriate. GEOGRAPHIC TAGS should be used as needed.

OCLR VESSEL AND FLIGHT CLEARANCES AND VISITS

Includes clearances for overflight of aircraft, landing clearances and clearances and arrangements for ship or fleet visits. When policy implications of visits or overflights are discussed add the appropriate TAG from the Political Affairs field (e.g., PEXT or MARR).

OCON CONFERENCES AND MEETINGS

Includes administrative and social arrangements for conferences and meetings (e.g., site, time, delegation composition, funding, guest lists, etc.). (*)

OEXC EDUCATIONAL AND CULTURAL EXCHANGE OPERATIONS

Includes funding, nominations, selection, travel and other arrangements for education and cultural exchanges. (*)

OREP CONGRESSIONAL TRAVEL

Includes notification and arrangements for visits by Senators and Congressmen and Congressional delegations. (*)

OSCI SCIENCE GRANTS

Use for messages concerning the Special Foreign Currency Program and other science research grant programs administered by NSF, HEW, DOT and other agencies. The subject line of messages should identify the sponsoring agency, the program (e.g., the Special Foreign Currency Program) and the project. Example:

    TAGS: OSCI, FR

SUB: EPA/Special Foreign Currency Program/New Research Proposal: Air Composition and Smoke Emission.

OTRA TRAVEL AND VISITS

Includes notifications and arrangements for visits and travel of persons, delegations, and missions, except messages for which more specific TAGS (OVIP, OREP, and BTRA) are applicable. (*)

OVIP VIP TRAVEL ARRANGEMENTS

Use for notification of and arrangements for visits and travel of high-ranking (Assistant Secretary or equivalent and above) U.S. Government and foreign officials and prominent U.S. and foreign private citizens. For Congressional travel use OREP. For travel by businessmen, use BTRA. (*)

OGEN OPERATIONS - GENERAL

Use for operational messages for which no more specific operations TAG is available. OGEN may be used alone, or it may be combined with one or more TAGS from the Political, Economic, Social, or Technology and Science fields to identify messages that are procedural or facilitative, but which do not fit into a defined "operations" category. For example, a message concerning an administrative matter related to the CERP program should be TAGGED as follows:

    TAGS: ECRP, OGEN

The Political Affairs field covers internal and external political affairs, as well as arms control, intelligence, and politico-military affairs.

PDEV NATIONAL DEVELOPMENT

Covers matters pertaining to a State's INDEPENDENCE such as INDEPENDENCE CELEBRATIONS, INDEPENDENCE GIFTS and other gifts of a ceremonial nature, NATIONALISM, SELF-DETERMINATION, NATIONAL UNIFICATION, RECOGNITION. For central or local government matters see PGOV; for independence or national liberation movements, rebellion, insurgency or government overthrow see PINS.

PGOV GOVERNMENT

Includes the form, structure, and composition of governments. Specific subjects include FORM OF GOVERNMENT, CONSTITUTION, CABINET, GOVERNMENT AGENCIES, APPROPRIATIONS, CENTRAL LEGISLATURE, DEPENDENCY GOVERNMENT, LOCAL GOVERNMENT and the COURTS. Also includes INDEPENDENCE and SOVEREIGNTY, and Berlin matters.

PINS INTERNAL SECURITY

Covers activities pertinent to public order and safety, the maintenance of a regime's control as well as efforts to disrupt or overthrow local or national governments; includes POLICE FORCES, FIRE SAFETY measures, CIVIL DISORDERS, RIOTS or PUBLIC DEMONSTRATIONS; GOVERNMENT OVERTHROW by coups, revolution, insurgency, subversion or UNCONVENTIONAL WARFARE such as terrorism; POLITICAL REPRESSION, POLITICAL CRIMES, POLITICAL TRIALS and DEFECTIONS; SECURITY CONTROLS, TRAVEL CONTROLS of citizens or aliens; INFORMATION CONTROL, PROPAGANDA and censorship of all kinds; CIVIL DEFENSE, COUNTER INSURGENCY and COUNTER-INTELLIGENCE. For espionage and intelligence activities see PINR; for non-political crimes, see SOCI; for drug and narcotics trafficking, see SNAR.

PINT INTERNAL POLITICAL AFFAIRS AND ACTIVITIES

Covers all aspects of a country's conventional domestic politics.

Specific subjects include: POLITICAL PARTIES including communist; PARTY LINE (including COMMUNIST DOCTRINE), PARTY ORGANIZATION, NONPARTY BLOCS and Special Interest Groups; PARTY ALLIANCE or coalitions; REFERENDUMS, ELECTIONS, ELECTION CANDIDATES, ELECTION RESULTS at the local or national level; the ELECTORATE and SUFFRAGE, and political programs or activities of the regime. For non-conventional activities such as public demonstrations, political strikes, insurrection or insurgency see PINS.

PARM ARMS CONTROL AND DISARMAMENT

DISARMAMENT, BALANCED FORCE REDUCTIONS, MUTUAL FORCE REDUCTIONS, ARMS CONTROL AGREEMENTS, ARMS CONTROL MEETINGS, including Strategic Arms Limitations Talks (SALT), ARMS CONTROL INSPECTIONS and specific types of arms controlled such as CHEMICAL WARFARE, BIOLOGICAL WARFARE and NUCLEAR WEAPONS.

PBOR BOUNDARY, TERRITORY AND WATER CLAIMS

Covers all aspects of a state's territory including AIRSPACE and TERRITORIAL WATERS, BOUNDARIES and BOUNDARY DETERMINATION, the BOUNDARY COMMISSIONS involved in their demarcation or in the settlement of BOUNDARY CLAIMS, BORDER INCIDENTS and violations of territory including AIRSPACE VIOLATIONS. Covers rights of LANDLOCKED COUNTRIES, ACCESS TO PORTS, INNOCENT PASSAGE, TERRITORIAL SEA LIMITS; INTERNATIONAL RIVERS, structures and WATER RIGHTS; TERRITORIAL REVERSION, CESSION and INTERNATIONALIZATION.

PFOR FOREIGN POLICY AND RELATIONS

Covers bilateral, multilateral and third country relations including relations with dependencies. Includes foreign affairs events, issues, incidents, conversations and visits as well as broad assessments of a country's foreign policy outlook and objectives. Includes RELATIONS with INTERNATIONAL ORGANIZATIONS such as MEMBERSHIP, MEMBERSHIP APPLICATIONS, or WITHDRAWAL OF MEMBERSHIP.

Other specific subjects include FOREIGN POLICY STATEMENTS or FOREIGN

POLICY POSITION, such as DETENTE,
PEACEFUL CO-EXISTENCE, DETERRENCE,
NON-ALIGNMENT, NEUTRALISM, NEUTRALI-
ZATION, INTERVENTION, HEGEMONY, SPHERE
OF INFLUENCE. Includes the opening or
closing of DIPLOMATIC MISSIONS or
CONSULATES, establishment or inter-
ruption of DIPLOMATIC RELATIONS,
DIPLOMATIC PERSONNEL, CONSULAR
PERSONNEL and their status, title,
documentation and treatment or
DIPLOMATIC PRIVILEGES. REPRESENTA-
TIONAL ACTIVITIES, DIPLOMATIC PROTESTS
or demarches. For U.S. Foreign
Service Personnel matters, see APER.

PINR INTELLIGENCE

Covers all aspects of intelligence
including INTELLIGENCE COLLECTION and
methods used, BIOGRAPHIC INFORMATION,
and research for INTELLIGENCE ASSESS-
MENTS.

MARR MILITARY AND DEFENSE ARRANGE-
    MENTS

Includes MILITARY AGREEMENTS, COLLEC-
TIVE SECURITY AGREEMENTS, MILITARY
VISITS, and MILITARY EXERCISES. Also
includes INTERNATIONAL PEACEKEEPING
FORCES and MILITARY BASE AGREEMENTS
and MATTERS.

MASS MILITARY AID AND MILITARY SALES

Includes MILITARY ASSISTANCE, MILITARY
ADVISORS, MILITARY SALES. Includes
loans and transfers, including third
country transfers, of military equip-
ment.

MCAP MILITARY CAPABILITIES

Includes offensive and defensive
CAPABILITIES, MILITARY BUDGET, INFRA-
STRUCTURE, EQUIPMENT, STRATEGY, PLANS,
and ARMED FORCES.

MOPS MILITARY OPERATIONS

Includes COMBAT OPERATIONS, INVASIONS,
MILITARY ATTACKS, MILITARY CAMPAIGNS,
and MILITARY EXERCISES. Also includes
material related to prisoners of war.

MILI MILITARY AFFAIRS

To be used only when the more specific
TAGS above do not appear applicable.

E-217 SOCIAL AFFAIRS

The Social Affairs field covers
cultural affairs, the environment,
narcotics, society, population,
refugees, and public welfare.

SCUL EDUCATION AND CULTURAL AFFAIRS

Includes EDUCATIONAL EXCHANGES,
CULTURAL EXCHANGE, and cultural
matters (including the ARTS in
general). Use OEXC for operational
messages concerned with educational or
cultural exchanges.

SENV ENVIRONMENT

Includes all factors pertaining to
environmental quality. AIR POLLUTION,
WATER POLLUTION, OIL SPILLS,
POLLUTION CONTROL.

SNAR NARCOTICS

Includes NARCOTICS, DRUG ABUSE, DRUG
CONTROL, DRUG PREPARATION and
 RCOTICS TRAFFIC.

SOCI SOCIAL CONDITIONS

Includes LIVING CONDITIONS, SOCIAL
PROBLEMS (e.g., CRIME, HOUSING, RACE
RELATIONS). Also includes RELIGION,
SOCIAL CUSTOMS.

SPOP POPULATION

Includes POPULATION DATA, POPULATION
DISTRIBUTION, POPULATION MOVEMENTS
and VITAL STATISTICS.

SREF REFUGEES

Includes all refugee matters, e.g.,
REFUGEE RELIEF, REPATRIATION, and
REFUGEE RESETTLEMENT.

SWEL PUBLIC WELFARE

Includes CHILD WELFARE, DISASTER
RELIEF of all kinds, PUBLIC HEALTH,
and other SOCIAL SERVICES.

SGEN SOCIAL AFFAIRS - GENERAL

To be used only when the more specific
TAGS above do not appear applicable.

The Technology and Science field covers
biological and medical sciences, tech-
nology, and the physical sciences.

TBIO BIOLOGICAL AND MEDICAL SCIENCE

Includes MEDICAL SCIENCE, BIOLOGY and
related disciplines.

TECH TECHNOLOGY

Includes TECHNOLOGY EXCHANGE, specific
technologies (i.e. NUCLEAR ENERGY,
ELECTRIC POWER) and ENGINEERING.

TPHY PHYSICAL SCIENCES

Includes ASTRONOMY, CHEMISTRY, PHYSICS
and related disciplines.

TSPA SPACE ACTIVITIES

SPACE EXPLORATION, SPACECRAFT,
ASTRONAUTS, SPACE AGREEMENTS, SPACE
FLIGHT, SPACE STATIONS.

TGEN TECHNOLOGY AND SCIENCE - GENERAL

To be used only when the more specific
TAGS above do not appear applicable.

NOTE: OSCI (Science Grants) should be
used to TAG messages concerning the
Special Foreign Currency Program and
other science research programs
administered by NSF, HEW, DOT and
other government agencies.

E-220 GEOGRAPHIC TAGS
(Sequenced by TAG)

CODE			CODE		
AC	....	ANTIGUA	DA	....	DENMARK
AF	....	AFGHANISTAN	DM	....	DAHOMEY
AG	....	ALGERIA	DO	....	DOMINICA
AL	....	ALBANIA	DR	....	DOMINICAN REPUBLIC
AN	....	ANDORRA			
AO	....	ANGOLA			
AV	....	ANGUILLA	EC	....	ECUADOR
AQ	....	AMERICAN SAMOA	EG	....	EGYPT
AR	....	ARGENTINA	EI	....	IRELAND
AS	....	AUSTRALIA	EK	....	EQUATORIAL GUINEA
AT	....	ASHMORE AND CARTIER ISLANDS	EQ	....	CANTON AND ENDERBURY ISLANDS
AU	....	AUSTRIA	ES	....	EL SALVADOR
			ET	....	ETHIOPIA
BA	....	BAHRAIN			
BB	....	BARBADOS	FA	....	FALKLAND ISLANDS
BC	....	BOTSWANA	FG	....	FRENCH GUIANA
BD	....	BERMUDA	FI	....	FINLAND
BE	....	BELGIUM	FJ	....	FIJI
BF	....	BAHAMAS	FO	....	FAEROE ISLANDS
BG	....	BANGLADESH	FP	....	FRENCH POLYNESIA
BH	....	BRITISH HONDURAS	FR	....	FRANCE
BL	....	BOLIVIA	FT	....	FRENCH TERRITORY OF THE AFARS AND ISSAS
BM	....	BURMA			
BP	....	BRITISH SOLOMON ISLANDS			
	....	BRAZIL	FW	....	FRENCH WEST INDIES
BT	....	BHUTAN			
BU	....	BULGARIA			
BV	....	BOUVET ISLAND	GA	....	GAMBIA
BW	....	BRITISH WEST INDIES	GB	....	GABON
			GE	....	GERMANY (EAST)
BX	....	BRUNEI	GH	....	GHANA
BY	....	BURUNDI	GI	....	GIBRALTAR
			GJ	....	GRENADA
CA	....	CANADA	GL	....	GREENLAND
CB	....	CAMBODIA (KHMER REPUBLIC)	GN	....	GILBERT AND ELLICE ISLANDS
CD	....	CHAD	GP	....	GUADELOUPE
CE	....	CEYLON (SRI LANKA)	GQ	....	GUAM
			GR	....	GREECE
CF	....	CONGO (BRAZZAVILLE)	GT	....	GUATEMALA
			GV	....	GUINEA
CG	....	ZAIRE	GW	....	GERMANY (WEST)
CH	....	CHINA (MAINLAND)	GY	....	GUYANA
CI	....	CHILE	GZ	....	GAZA STRIP
CJ	....	CAYMAN ISLANDS			
CK	....	COCOS ISLANDS	HA	....	HAITI
CL	....	LINE ISLANDS	HK	....	HONG KONG
CM	....	CAMEROON	HM	....	HEARD AND MCDONALD ISLANDS
CN	....	COMORO ISLANDS			
CO	....	COLOMBIA	HO	....	HONDURAS
CR	....	CORAL SEA ISLANDS TERRITORY	HU	....	HUNGARY
CS	....	COSTA RICA	IC	....	ICELAND
CT	....	CENTRAL AFRICAN REPUBLIC	ID	....	INDONESIA
			IN	....	INDIA
	....	CUBA	IO	....	BRITISH INDIAN OCEAN TERRITORY
	....	CAPE VERDE			
CW	....	COOK ISLANDS	IR	....	IRAN
CY	....	CYPRUS	IS	....	ISRAEL
CG	....	CZECHOSLOVAKIA			

IT	....	ITALY	PK	.... PAKISTAN
IV	....	IVORY COAST	PL	.... POLAND
IY	....	IRAQ-SAUDI ARABIA	PN	.... PANAMA
		NEUTRAL ZONE	PO	.... PORTUGAL
IQ	....	IRAQ	PP	.... PAPUA NEW GUINEA
			PQ	.... CANAL ZONE
JA	....	JAPAN	PT	.... PORTUGUESE TIMOR
JM	....	JAMAICA	PU	.... PORTUGUESE GUINEA
JN	....	JAN MAYEN		
JO	....	JORDAN	QA	.... QATAR
JQ	....	JOHNSTON ATOLL		
			RE	.... REUNION
KE	....	KENYA	RH	.... RHODESIA
KN	....	KOREA (NORTH)	RI	.... RYUKYU ISLANDS
KS	....	KOREA (SOUTH)	RO	.... ROMANIA
KT	....	CHRISTMAS ISLAND	RP	.... PHILIPPINES
KU	....	KUWAIT	RQ	.... PUERTO RICO
			RW	.... RWANDA
LA	....	LAOS		
LE	....	LEBANON	SA	.... SAUDI ARABIA
LI	....	LIBERIA	SB	.... ST. PIERRE AND
LS	....	LIECHTENSTEIN		MIQUELON
LT	....	LESOTHO	SC	.... ST. CHRISTOPHER-
LU	....	LUXEMBOURG		NEVIS
LY	....	LIBYA	SE	.... SEYCHELLES
			SF	.... SOUTH AFRICA
MA	....	MADAGASCAR (MALAGASY	SG	.... SENEGAL
		REPUBLIC)	SH	.... ST. HELENA
MB	....	MARTINIQUE	SI	.... SWAN ISLANDS
MC	....	MACAO	SK	.... SIKKIM
MG	....	MONGOLIA	SL	.... SIERRA LEONE
MH	....	MONTSERRAT	SM	.... SAN MARINO
MI	....	MALAWI	SN	.... SINGAPORE
ML	....	MALI	SO	.... SOMALIA
MN	....	MONACO	SP	.... SPAIN
MO	....	MOROCCO	SS	.... SPANISH SAHARA
MP	....	MAURITIUS	ST	.... ST. LUCIA
MT	....	MALTA	SU	.... SUDAN
MU	....	OMAN	SV	.... SVALBARD
MV	....	MALDIVES	SW	.... SWEDEN
MX	....	MEXICO	SY	.... SYRIA
MY	....	MALAYSIA	SZ	.... SWITZERLAND
MZ	....	MOZAMBIQUE		
			TC	.... UNITED ARAB EMIR-
NA	....	NETHERLANDS ANTILLES		ATES (UAE)
NC	....	NEW CALEDONIA	TD	.... TRINIDAD AND TOBAGO
NE	....	NIUE	TH	.... THAILAND
NF	....	NORFOLK ISLAND	TK	.... TURKS AND CAICOS
NG	....	NIGER		ISLANDS
NH	....	NEW HEBRIDES	TL	.... TOKELAU ISLANDS
NI	....	NIGERIA	TN	.... TONGA
NL	....	NETHERLANDS	TO	.... TOGO
NO	....	NORWAY	TP	.... SAO TOME AND
NP	....	NEPAL		PRINCIPE
NR	....	NAURU	TQ	.... TRUST TERRITORY OF
NS	....	SURINAM		THE PACIFIC ISLANDS
NU	....	NICARAGUA	TS	.... TUNISIA
NZ	....	NEW ZEALAND	TU	.... TURKEY
			TW	.... CHINA (TAIWAN)
PA	....	PARAGUAY	TZ	.... TANZANIA
PC	....	PITCAIRN ISLAND		
PE	....	PERU	UG	.... UGANDA
PF	....	PARACEL ISLANDS	UK	.... UNITED KINGDOM
PG	....	SPRATLY ISLANDS		

UR	SOVIET UNION
US	UNITED STATES
UV	UPPER VOLTA
UY	URUGUAY
VC	ST. VINCENT
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VN	VIET-NAM (NORTH)
VQ	VIRGIN ISLANDS
VS	VIET-NAM (SOUTH)
VT	VATICAN CITY
WA	SOUTH-WEST AFRICA
WB	WEST BERLIN
WF	WALLIS AND FUTUNA
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
XA	AFRICA
XB	ASIA
XC	SOUTHEAST ASIA
XD	SOUTH ASIA
XE	FAR EAST
XF	MIDDLE EAST
XG	EUROPE
XH	EASTERN EUROPE
XI	NORTH AFRICA
XJ	AFRICA SOUTH OF THE SAHARA
XK	CENTRAL AMERICA
XL	CARIBBEAN
XM	LATIN AMERICA
XN	ATLANTIC OCEAN AREA
XO	INDIAN OCEAN AREA
XP	PACIFIC OCEAN AREA
XQ	ARCTIC OCEAN AREA
XR	SOUTH AMERICA
XS	NORTH AMERICA
XT	WESTERN EUROPE
XU	AUSTRALASIA
XV	ANTARCTICA
XW	EAST AFRICA
XY	WEST AFRICA
XX	WORLDWIDE
XZ	SCANDINAVIA
YO	YUGOSLAVIA
YS	YEMEN (ADEN)
ZA	ZAMBIA

E-230 Formatting Name Entries

PERSONAL NAMES are used only in conjunction with SUBJECT TAGS in the Administration, Business, Consular, and Operations fields whose definitions are followed by an asterisk (*). Names may appear anywhere in the TAGS line. Each name must be enclosed in parentheses.

E-230.1 General

The normal sequencing of PERSONAL NAMES will be: surname, given name, middle name or initial. The comma is usually placed after the surname.

Examples:

```
(SMITH, JOHN)
(JONES, ROBERT J)
(O'CONNOR, PATRICK)
(MAC DONALD, AMOS)
(MCCARTHY, THOMAS III)
(ARMSTRONG-JONES, PAUL)
(PEREZ Y GONZALES, JOSE)
```

Certain foreign names will require a deviation from the normal sequencing. This may occur where a family name does not exist and all parts of the name are considered inseparable; or where only a single name exists. In these cases, no transposition of the names will be required, and a comma will not be used. This rule generally applies to such names as: Burmese, Cambodian, Chinese, Ethiopian, Korean, Lao, Malaysian, Thai, Vietnamese, Indonesian, and Samoan. Examples:

```
(MAUNG WING)
(SUTAMI)
(SAVANG VATTHANA)
```

Accent and diacritical marks should be omitted.

Appellations of address and military rank (e.g., Mr., Monsieur and its abbreviation M., Senor, Herr, Doctor, Professor, Dean, Lieutenant, etc.) are omitted.

Title of rank and nobility (e.g., Lord, Sir, Freiherr, Graf, Conte, Baron, Pasha, etc.) are omitted.

Designation of marital status (e.g., Miss, Mrs., Madame, Frau, Senora, and its abbreviation Sra., etc.) are omitted.

Enter Junior and Senior as the last part of the name in abbreviated form, without punctuation (e.g., Jr or Sr). Other designations of rank within a family, such as II, III, IV, etc. or 2nd, 3rd, etc., are entered after the initials using roman numerals and without punctuation.

Examples:

    (JONES, GEORGE A II)
    (SMITH, JOHN M III)
    (DOE, RALPH T IV)

Religious names (e.g., Sister, Mother, Brother, Rabbi, etc., and titles of members of a royal family follow the given name when no surname is given. Examples:

    (MARY ELLEN, SISTER)
    (JONES, RABBI)
    (CHARLES, PRINCE)

Do not use an office/title in lieu of top official's name. "President", "Secretary", "The Under Secretary", etc. are not correct TAGS line entries. Use the person's full name instead.

When only a surname is available, enter as given. Do not use a comma.

E-230.2 Compound Surnames

A compound surname is formed from two or more names, often connected by a hyphen, conjunction, or a preposition. Examples:

    (WATTS-SUTTON, THEODORE)
    (MACHADO DE ASSIS, MARIA)

Spanish Names - the compound surname is composed of first the patronym name and secondly, the matronym name. In the majority of cases the name is entered under the first part given (the patronym) followed by the matronym.

Examples:

    (PEREZ Y GONZALES, JOSE)
    (GONZALES ARAGO, LUIS)
    (MERCEDES DE CHERRUCO, MARIA)
    (RODRIGUEZ I ACOSTA, JUAN)

Portuguese and Brazilian Names - the compound surname is composed of first the matronym and secondly, the patronym. In the majority of cases, the name is entered under the second part given (the patronym).

Examples:

    (CRESPO, MARCIO PEREIRA)
    (SILVA, JOAQUIM MOREIRA DO)

E-230.3 Arabic Names

Since there are many problems of transliteration, as well as cases where there is no surname, the following guidelines are necessarily very general.

The last element of the name will be considered the surname unless it is clearly indicated otherwise:
Examples:

    (ANWAR, AHMED)
    (MURSI, IBRAHIM IBN HAMDI)

Arabic surnames are often preceded by the articles al and el-. These articles, when appearing before the last name, are to be hyphenated in all cases. Examples:

    (EL-ZAYYAT, ALI IBN SHAKAL)
    (AL-SAYED, ABDEL AZIZ)

Genealogical terms, such as Abu (father of), Ibn (son of) or their variations (Ba, Ben, Bin, Bu), when appearing before the last name, are usually considered as part of the surname. Examples:

    (IBN HAKIM, SAAD ALI)
    (BA DHIB, ABDEL AL-RAZZAQ)

The noun Abd and its variations (abdul, abd-el, abdoul), when appearing before the last name, are usually considered as part of the surname. Examples:

    (ABD AL-KARIM, AHMAD)
    (ABDUL AZIZ, ABD-AL SAUD)

Punctuation marks - use only the hyphen and comma in arabic personal names, disregard all other punctuation marks.